

# CITY OF FRANKLIN

## INSPECTION DEPARTMENT

9229 W. LOOMIS ROAD FRANKLIN WISCONSIN 53132  
PHONE: 414-425-0084 FAX: 414-425-7513  
www.franklinwi.gov

### APPLICATION FOR SIGN PERMIT

**APPLICANTS:** ALL SECTIONS OF THE APPLICATION NOTED WITH AN \* SHALL BE COMPLETELY FILLED OUT. IF THESE SECTIONS ARE NOT COMPLETED, THE APPLICATION WILL NOT BE ACCEPTED AND IT WILL BE RETURNED TO THE OWNER OR SIGN CONTRACTOR! THIS FORM MAY BE USED FOR UP TO 6 SIGN APPLICATIONS. IF YOU HAVE ADDITIONAL SIGN APPLICATIONS TO SUBMIT, PLEASE USE ADDITIONAL FORMS!! TWO COLOR COPIES OF SIGN DRAWINGS SHALL BE SUBMITTED FOR EACH SIGN. DRAWINGS MUST INCLUDE ALL OF THE SIGN DIMENSIONS.

APPLICATIONS FOR TEMPORARY SIGN PERMITS MUST COMPLETE SECTIONS 1, 2, 4, 10 AND 11.

**APPLICATION DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**1. \* OWNER INFORMATION:**

OWNERS' NAME	ADDRESS	
CITY	STATE	ZIP
TELEPHONE	FAX	E-MAIL

**2. \* CONTRACTOR INFORMATION:**

OWNERS' NAME	ADDRESS	
CITY	STATE	ZIP
TELEPHONE	FAX	E-MAIL

THE ELECTRICAL CONTRACTOR INFORMATION MUST BE COMPLETED IF SIGN IS ILLUMINATED. ELECTRICAL PERMIT AND FEES MUST BE SUBMITTED WITH SIGN APPLICATION, SEE CENTER INSERT. THE ELECTRICAL CONTRACTOR MUST BE CURRENTLY LICENSED TO WORK IN THE CITY OF FRANKLIN.

**3. \* ELECTRICAL CONTRACTOR INFORMATION:**

☐ Illuminated Sign?

ELECTRICAL CONTRACTOR'S NAME	ADDRESS	
CITY	STATE	ZIP
TELEPHONE	FAX	E-MAIL
FRANKLIN CONTRACTOR'S LICENSE #		

**INSPECTION STAFF USE ONLY:**

DATE APPLICATION ENTERED:	APPLICATION #:	ARCH. BD. MEETING DATE:
ARCH. BOARD APPROVAL:	ARCH. BOARD DENIAL:	ARCH BOARD CHANGES/RESUBMITTAL:

## **SIGN LOCATION DRAWING**

**INSTRUCTIONS:** USE THIS PAGE TO INDICATE THE PROPOSED LOCATION OF THE NEW OR ALTERED SIGN/S. IF A SIGN IS TO BE RE-LOCATED, SHOW THE LOCATION OF THE EXISTING SIGN AS WELL AS THE PROPOSED NEW SIGN LOCATION. THE FOLLOW ITEMS ARE THE MINIMUM INFORMATION THAT IS REQUIRED ON THIS DRAWING.

STREETS, DRIVEWAYS, LOCATION OF ALL BUILDING/S, SETBACK DISTANCES TO LOTLINES, DISTANCE TO ALL BUILDING/S AND TO ALL OTHER SIGNS, THE LOCATION OF STREETS IF THE PROPERTY IS A CORNER LOT. IDENTIFY EACH SIGN LOCATION BY NUMBER.

THE OWNER OF THE SIGN OR THE SIGN INSTALLER IS RESPONSIBLE TO ACCURATELY LOCATE THE SIGN ON THE PROPERTY. ANY ERROR IN THE SIGN LOCATION SHALL BE THE RESPONSIBILITY OF THE OWNER OR SIGN INSTALLER TO CORRECT. THE CITY OF FRANKLIN RECOMMENDS THAT A WISCONSIN REGISTERED LAND SURVEYOR LOCATE THE SIGN/S AND THAT A PLAT OF SURVEY WITH THE SIGN LOCATIONS BE SUBMITTED WITH THE SIGN APPLICATION.

**THE SIGN LOCATION DRAWING FORM SHALL NOT USED FOR COMPLEX SITES OR SITES WITH MULTIPLE SIGNS.**

FOR THE PURPOSE OF ACCURATELY LOCATING THE PROPOSED SIGN/S, THE FRANKLIN INSPECTION DEPARTMENT RESERVES THE RIGHT TO REFUSE SIGN PERMIT APPLICATIONS USING THE SIGN LOCATION DRAWING AND TO REQUIRE THAT THE SIGN/S BE LOCATED ON A PLAT OF SURVEY.

**4. \* LOCATION SIGN BELOW or SUBMIT A PLAT OF SURVEY:**

A blank grid of graph paper. The grid consists of 20 columns and 20 rows of squares. A horizontal line is drawn across the grid, separating the top 15 rows from the bottom 5 rows. The word "STREET" is written in bold, black, uppercase letters at the bottom center of the grid, below the horizontal line.

# **SIGN AREA CALCULATIONS & INFORMATION**

## **MAXIMUM ALLOWABLE SIGN AREA**

THE APPLICANT MUST COMPLETE THE TWO CALCULATIONS BELOW; FAILURE TO COMPLETE THIS PORTION OF THE APPLICATION WILL RESULT IN THE APPLICATION BEING RETURNED FOR COMPLETION. **BOTH** CALCULATIONS ARE REQUIRED TO BE COMPLETED.

## **CALCULATION OF THE GROSS ALLOWABLE SIGN AREA:**

IF PROPERTY IS LOCATED ON A CORNER, USE THE LONGEST STREET SIDE ONLY. DO NOT ADD STREET FRONTAGES TOGETHER. THE BUILDING SIDE USED MUST BE THE SIDE PARALLEL TO THE STREET SIDE USED.

### **5. \* "PROPERTY FRONTAGE METHOD"**

PROPERTY FRONTAGE	ALLOWABLE AREA	GROSS SIGN AREA
_____ FT.	X 0.8	= _____ SQ. FT.

### **6. \* "BUILDING FRONTAGE METHOD"**

BUILDING FRONTAGE	ALLOWABLE AREA	GROSS SIGN AREA
_____ FT.	X 1.5	= _____ SQ. FT.

### **7. \* BUILDING SETBACK:**

SETBACK DISTANCE FROM FRONT PROPERTY LINE TO THE BUILDING \_\_\_\_\_ FEET.

MAXIMUM SIGN AREA IS THE LARGER OF THE TWO CALCULATIONS DONE ABOVE

**MAXIMUM ALLOWABLE "GROSS" SIGN AREA \_\_\_\_\_ SQUARE FEET**

### **8. \* SIGN INFORMATION:**

THE ARCHITECTURAL BOARD REQUIRES COLOR SIGN DRAWINGS OR PHOTOGRAPHS TO BE SUBMITTED. IF PHOTOGRAPHS ARE SUBMITTED, THE PHOTOGRAPH SIZE SHALL BE LARGE ENOUGH FOR THE BOARD TO REVIEW THE SIGN DETAIL. POLAROID® PHOTOS ARE NOT CONSIDERED LARGE ENOUGH TO SHOW SIGN DETAIL AND WILL NOT BE ACCEPTED. THE BOARD RECOMMENDS THE SUBMITTAL OF 8 1/2" X 11" **COLOR** DIGITAL PHOTOS OR SIGN DRAWINGS.

SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
1							\$
SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
2							\$
SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
3							\$
SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
4							\$
SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
5							\$
SIGN #	TYPE POLE, PYLON, MONUMENT, WALL, ETC.	SIGN AREA (W x L)	TOTAL HEIGHT	DIMENSIONS	ILLUMINATED Y/N	ILLUMINATION TYPE	ESTIMATED COST
6							\$

## **PERMIT FEES AND TEMPORARY SIGNS**

### **9. \*APPLICATION AND PERMIT FEES:**

SIGN NUMBER	ARCH BOARD FEE (IF APPLICABLE) \$25.00 EACH SIGN	APPLICATION FEE \$40.00 EACH SIGN	SIGN AREA (W x L)	SIGN PERMIT FEE
1		\$	SQ. FT.	\$
2		\$	SQ. FT	\$
3		\$	SQ. FT	\$
4		\$	SQ. FT	\$
5		\$	SQ. FT	\$
6		\$	SQ. FT	\$
<b><u>TOTAL FEES</u></b>		\$	SQ. FT	\$

### **10. \* TEMPORARY SIGNS:**

TEMPORARY SIGNS ARE THE INSTALLATION OF INTERCHANGABLE LETTER TYPE SIGNBOARDS ON A MOBILE BASE OR FRAME ONLY. TEMPORARY SIGNS CANNOT EXCEED 32 SQUARE FEET IN AREA. THE DURATION OF SIGN INSTALLATION DOES NOT MAKE A SIGN A "TEMPORARY SIGN". NON SIGNBOARD TYPE SIGNS MUST FOLLOW THE REGULAR SIGN SUBMITTAL AND APPROVAL PROCESS, EVEN WHEN THE SIGN WILL NOT BE A PERMANENT INSTALLATION. TEMPORARY SIGN PERMITS INSTALLATIONS ARE LIMITED TO 30 DAYS PER PERMIT APPLICATION. SIGNS NOT REMOVED ON OR BEFORE THE PERMIT EXPIRATION DATE WILL COUNT AGAINST FUTURE SIGN APPLICATIONS. NO MORE THAT THREE (3), **30-DAY** TEMPORARY SIGN PERMITS WILL BE ISSUED PER PROPERTY IN A YEAR. LIGHTING FOR TEMPORARY SIGNS SHALL BE CONTINUOUSLY ILLUMINATED, FLASHING OR CHASING LIGHTS SHALL NOT BE PERMITTED; LIGHTS SHALL **NOT** BE RED, AMBER OR GREEN IN COLOR. WIRING USED FOR TEMPORARY SIGNS SHALL COMPLY WITH THE FRANKLIN ELECTRICAL CODE.

**USE THE SITE LOCATION PAGE (PAGE 2) TO SHOW THE TEMPORARY SIGN LOCATION ON THE PROPERTY.**

**A \$50.00 FEE IS REQUIRED FOR EACH 30-DAY TIME PERMIT.**

DATE OF INSTALLATION: \_\_\_\_\_.

DATE OF REMOVAL: \_\_\_\_\_.

PERMIT FEE:       \$\_\_\_\_\_.

### **11. \*SIGNATURES:**

OWNER/APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_